

**MINUTES
PORT OF PEND OREILLE
BOARD OF COMMISSIONERS MEETING
Date: September 12, 2023**

Call to Order:

Chairman Kiss called the meeting of the Port of Pend Oreille Board of Commissioners to order at 9:00 a.m. in the Port office located at 1981 Black Road, Usk, Washington. In attendance: Chairman Kiss, Commissioner Gentle, Commissioner Peterson and Port staff members Kelly Driver, Susan Bluff, and Corey Ives. Also attending, Jeff Koffel, Executive Director TEDD.

For purposes of clarification, the minutes are presented as listed on the agenda, not necessarily in the order they were discussed.

Minutes:

Commissioner Peterson moved to approve the minutes of August 8, 2023 as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

Comments: None

Correspondence: None

TRI-COUNTY ECONOMIC DEVELOPMENT DISTRICT – Jeff Koffel Informational Presentation:

TEDD Executive Director, Jeff Koffel provided information regarding the different activities and programs of TEDD. He discussed the programs in detail, as well as how these benefit Pend Oreille County, funding including sources and how the funds are used throughout the Tri-County Region and specifically within and for Pend Oreille County. The Economic Recovery Corps program and joint Fellowship opportunity were also discussed. The Board and staff thanked Jeff for attending and providing the information.

Old Business:

1. Comprehensive Plan Draft Changes:

A. Discussion: Kelly distributed a draft of changes to the existing Comprehensive Plan. The changes include adding new Port activities, economic development, Clean Energy, and more. She, Corey, and Myles need to meet to fill in blanks within the draft; she asked that the Board review the information and provide feedback for the October meeting.

2. Shop Expansion - RFQ:

A. Discussion: Kelly stated she has sent out nine RFQ packets to date. The timeline in the packet calls for a Special meeting on September 29th to interview potential firms. The timeline also calls for a meeting on October 6th for the potential award of the project. Discussion followed; the October 10th meeting will be moved to October 6th per general consensus.

3. Other Old Business:

None at this time.

New Business:

1. DRS Resolution 1004 Authorizing PERS:

A. Discussion: Kelly explained that the Grant Writer position will not be a railroad position and therefore needs to be set up with the State's Public Employers Retirement System (PERS). Susan has completed the necessary paperwork and a DRS resolution is required to finish setting up the program.

B. Action: Commissioner Peterson moved to approve Resolution 1004. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

2. Personnel Policy Updates:

A. Discussion: Kelly provided information on updates to the Personnel Policy based on adding remote work options and a grant writer.

B. Action: Tabled until the October meeting.

3. Policy 3009 Remote Work:

A. Discussion: Kelly discussed the proposed policy for remote work.

B. Action: Tabled until the October meeting.

4. Policy 3005 Amendment:

A. Discussion: Kelly presented proposed changes to Policy 3005. Discussion was held.

B. Action: Commissioner Gentle moved to approve the amendments to Policy 3005. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

5. Salary Schedule:

A. Discussion: A new employee will be joining the Port as soon as drug testing information is back.

B. Action: Commissioner Peterson moved to approve the Salary Schedule as presented. Motion seconded by Commissioner Gentle, so ordered by Chairman Kiss.

6. Other New Business:

A. Food Bank Sponsorship:

1. Discussion: Kelly anticipates Food Bank requests to come in within the next month. She asked if the Board would like to continue the tradition of sponsoring as a public relations benefit to the Port.

2. Action: Commissioner Gentle moved to approve sponsorship to the Cusick Food Bank if requested. Motion seconded by Commissioner Peterson, so ordered by Chairman Kiss.

Board Travel Plans/Meetings:

September/October Meetings- Attendance/Authorizations:

A. Discussion: Commissioner Gentle is unsure if she will be able to attend the September 20th meeting of the EDC.

B. Action: Meeting approved, with Kelly available to represent the Port in Commissioner Gentle's place if necessary.

Reports:

1. Board of Commissioners:

Commissioner Gentle reported on two planning grants. She will reach out to the North County Chamber regarding a potential opportunity.

2. Executive Director, Kelly Driver:

- Report on EDC work. Waiting for information regarding the RFP.
- The family has moved out of the property at Newport. She will be proceeding with the next steps for asbestos checks, a wetlands survey is being completed. There was discussion regarding additional work, including demolition.
- Economic Recovery Corps work with TEDD.
- Grant Writer will be on board September 25th.
- RFQ's sent out for the A & E Services for the shop expansion project.
- Policies

- Working on the 2024 budgets.
- Will be attending the Small Ports meeting in Lake Chelan October 25-27.

3. Railroad Operations Manager, Corey Ives:

- July car repairs totaled \$16,424. August billing not completed due to being on vacation and catching up on projects after returning.
- Crews have replaced over 1,200 ties between MP 1418-1420.5. They are hitting additional spots between Priest River and Newport. Once tie replacement is completed they will be doing surfacing work.
- Heavier locomotives being tested on the line are causing some issues with industrial tracks, ties will be replaced in those areas as needed. MP 1410 had an issue with a rail rolling, no wheels hit the ground, but a rail was replaced, and gauge rods placed.
- He did some flagging for Northern Lights while they pushed an electrical line under the tracks near MP 1408. Avista is working near the right of way by Thama.
- He worked with BNSF and received bridge timbers and ties.

4. Auditor – Susan Bluff:

- Distributed financial report and storage car information for the month ending August 31, 2023.
- Provided a shop projects spreadsheet showing billed projects for August 2023.
- Two storage cars remain online.
- She has a three-hour training on PERS reporting this afternoon.

5. Chief Mechanical Officer-Myles Keogh: Absent

Records for Approval:

A. Time and Expense Sheets: Approved as submitted.

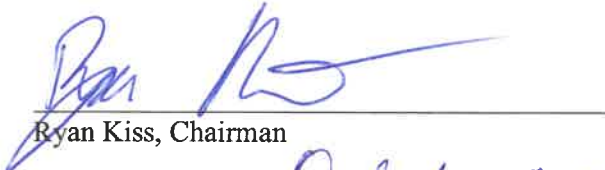
B. Warrants: Operating Expense warrants 52431-42531 totaling \$179,680.55 approved as submitted.

Board Workshop:

EDC-RFP –The RFP has not been released by the EDC committee. The workshop was not necessary.

Executive Session: At 11:10 a.m. Chairman Kiss recessed the regular session to meet in executive session in compliance with RCW 42.30.110 (g), for approximately 15 minutes to discuss a personnel issue. At 11:25 a.m. Chairman Kiss brought the regular session back to order, stating no decision was made in executive session. No final action was taken.

Adjourn: There being no further business Chairman Kiss adjourned the meeting at 11:26 a.m.


Ryan Kiss, Chairman


Kelly I. Driver, Executive Director

Date Approved: Oct. 6, 2023